

**ENGINEERING AND RELATED SERVICES
OCTOBER 29, 2010**

**STATE PROJECT NO. 700-36-0125
F.A.P. NO. BR-61-07(019)
CHEF MENTEUR BRIDGE AND APPROACHES
ROUTE US 90
ORLEANS PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Nikki Leon

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will prepare and Environmental Assessment (EA) for the Chef Menteur Bridge and Approaches. The proposed action is to replace the existing Chef Menteur Pass Bridge and approaches, located in Orleans Parish, on US 90. Built in 1930, the existing bridge is a 1,175-foot long high steel truss swing span bridge with two 10-foot wide travel lanes. The project calls for a replacement bridge with two twelve (12) feet travel lanes with ten (10) feet shoulders. The logical termini (study area) have been approved by FHWA. The study area is defined by the following boundaries: the US 90 @ US 11 and US 90 @ LA 433 interchanges.

A Feasibility Study was previously prepared for this project; and currently, there are three proposed alternatives preliminary in nature and subject to change. Alternate 1 involves a semi-low level movable bridge on new alignment slightly north of the existing bridge. The main span would be a 270-foot long unequal arm swing span bridge with steel plate girder approach spans. It would provide a 125-foot long horizontal clearance and unlimited vertical clearance. Alternate 2 involves a high level fixed bridge on new alignment just south of the existing bridge. This main span would have a vertical clearance of 73 feet and a horizontal clearance of 150 feet. The bridge would consist of a prestressed concrete spliced bulb tree or plate girder main span with prestressed concrete girder approaches. Alternate 3 involves a high level fixed bridge on new alignment

approximately 1,000 feet south of the existing bridge. This bridge's main spans are similar to that of Alternate 2.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stage and Part:

Stage 1: Planning/Environmental

Part III: Environmental Evaluation

The selected Consultant will perform the environmental analysis, evaluation, and documentation of the social, economic, and environmental impacts of all alternatives, including the no-build alternative in order to prepare an Environmental Assessment (EA) and other related documents for the project, in accordance with the National Environmental Policy Act (NEPA), as amended, and the Federal Highway Administration's regulations and guidelines.

The DOTD anticipates that an Environmental Assessment (EA) will suffice as the environmental document for this project; however, should it be determined that the project requires an Environmental Impact Statement (EIS), DOTD may supplement the contract. The (EA) will address the impacts of the project between the logical termini (US 90 @ US 11 to US 90 @ LA 433); however, greater detail will be required for the portion of the route directly affected by the proposed alternatives. The scope of services will be negotiated.

The various Tasks to be performed by the Consultant for this Project are described below:

TASK I. PROJECT INITIATION AND TRACKING

1.1 Project Initiation

The Consultant shall prepare and submit a work plan, quality control plan, and progress schedule which will be distributed and reviewed by internal team members. Early coordination will include the Consultant arranging, conducting, and summarizing a kick-off meeting with the project team within 10 days of receiving the notice to proceed. Agenda items for this meeting shall include the review points and durations, time frame assumptions built into the project schedule, procedures, and plans for early coordination of public involvement. The Consultant shall obtain and compile a list of names and addresses of property owners of those properties for which access is required.

1.2 Project Tracking

The Consultant will hold internal meetings with project team to review progress and documentation.

TASK II. ALTERNATIVES DEVELOPMENT AND SCREENING

2.1 Review Available Studies and Data Collection

The DOTD will provide design plan sheets which include the geometric layouts of the 3 preliminary alternatives examined in the Stage 0 Feasibility Study. These alternatives will be discussed in the environmental document.

Consultant will review the Stage 0 Feasibility study and coordinate with the author as needed.

The Consultant will also review all other historical project information including but not limited to As-Built Plans, field books, past meeting notes, etc., as needed to gain a complete knowledge of the project.

2.2 Confirmation of Design Criteria

The Consultant shall confirm/ refine if necessary the design criteria being used. Elements to include will be; the roadway functional classification, design speed, lane widths, minimum horizontal curvature, minimum side slopes, horizontal clearance distances, minimum vertical clearance distance, maximum roadway grade, minimum length of vertical curves, “K-values” for stopping sight distance for the design speed, width of shoulders, and etc. The Consultant shall prepare a table of design criteria to be included in the report documenting the design criteria that will be used in developing the roadway geometry. The design criteria will be based on LADOTD’s minimum design guidelines for the recommended and approved roadway classification (either SA-2 or enhanced RA-1 (55mph design speed)), American Association of State Highway and Transportation Officials (AASHTO), Roadside Design Guide, LADOTD Roadway Design Procedures and Details Manual, recommendations from LADOTD and etc. The Consultant shall submit the design criteria to LADOTD for review and approval.

2.3 Confirm/Refine Typical Roadway and Bridge Sections

The Consultant shall confirm/refine, if necessary, typical roadway and bridge cross sections. The typical sections vary by location along the proposed route due to traffic volumes, level of service, design criteria selected, access control, median and shoulder treatments, and intersection treatments. The Consultant shall submit the roadway and bridge typical sections to LADOTD for review and approval.

2.4 Confirm/Refine Alternative Designs for EA

The Consultant shall research, review, refine, and develop, if necessary, the preliminary designs of up to three (3) project alternatives (design alternatives) considered to be reasonable and feasible on the US 90 Chef Menteur Bridge replacement. The alternative designs should include but not be limited to horizontal and vertical geometry, bridge length/span requirements/vertical clearance requirements, an estimate of the construction and right-of-way limits and any other

information necessary to fully evaluate the impacts of each alternative.

Vertical Alignments for the preliminary designs included in the feasibility study are provided. A vertical alignment study shall be performed by the Consultant for each project alternative. For each vertical profile, the Consultant shall demonstrate the necessary vertical clearance over the Chef Menteur Pass Waterway.

The Consultant shall investigate the impacts of providing a left turn lane on eastbound and westbound US 90 Chef Menteur Bridge to the side street or driveways for safety purposes since it is located near the downgrade from the bridge. The Consultant shall investigate the impact on stopping sight distance of widening the inside shoulder to 12 feet for horizontal curves such as on alternative 2 of radius = 1890.30 feet.

The DOTD will review and approve the material provided by the Consultant of the conceptual geometry for the alternatives.

2.5 Utilities/ROW/Hydraulics Review

The Consultant will conduct a site visit of the proposed alternate alignments to identify potential restrictions to construction, existing drainage structures, utilities, and existing roadway geometry; obtain data for labeling base maps; and, determine high water elevations and existing roadway elevations.

The Consultant will contact the utility companies within the project limits to inform them of the status of the current study. The Consultant will work with the companies to identify all utilities and planned utility improvements that may be affected. Major underground privately-owned pipelines will be identified.

Information gathered through the field review, coordination, and research will be shown on the plans and annotated on base maps.

The Consultant will depict right-of-way impacts.

The Consultant will perform a desktop review of existing hydrological and hydraulic conditions.

The Consultant will assess the need to revise or incorporate new drainage structures, and integrate new drainage features into mapping and in files.

2.6 Cost Estimates

The Consultant will prepare a cost estimate for each of the alternative alignments for inclusion in the document, including construction costs, ROW acquisition/relocation costs, and utility relocation costs. Roadway costs shall be based on the DOTD bid items and unit costs. Bridge costs shall be based on the costs per square foot for similar bridge work.

Costs of mitigation measures, upon the DOTD's approval, will also be estimated, if measures are specific and data are available.

2.7 Reasonable and Feasible Alternative Recommendations

The Consultant will make recommendations to the DOTD as to other reasonable and feasible alternatives that should be included in the EA and those that should be dropped from further consideration. These recommendations will be based on analysis of the alignments, cost estimates for the alignments, alternative construction methods, roadway constructability, and maintenance of traffic and access during construction. The Consultant will prepare a brief comparative analysis of the preliminary alternatives that are found to be reasonable and feasible to evaluate in the EA. The Consultant will coordinate the alignments included in the EA with the USACE and other federal and state agencies as appropriate. Up to three preliminary build alternatives will be evaluated in detail for human and natural environmental impacts, preliminary construction costs, and engineering characteristics. The Consultant shall submit the proposed preliminary build alternatives to the DOTD for review and approval. Those alternatives eliminated from further study will be identified and reasons for their elimination will be discussed in the EA.

2.8 Preferred Alternative Design

The Consultant will prepare a summary report that outlines the alternatives studied in detail along with their advantages and disadvantages. The report will be submitted to the DOTD for the selection of a preferred alternative. A recommended alternative will be made by the Consultant in this report.

2.9 Preparation of Engineering Report and Exhibits for EA

The Consultant will prepare an engineering report with the findings of the design and engineering analysis, including drainage evaluations and cost estimates of the alternative alignments. Five copies of the report will be submitted to the DOTD for review and comment. The Consultant will then address comments and submit 20 copies of the final report. A pdf file of the report will also be provided.

Additionally, mapping provided in the report and at public meetings will be developed at two scales. For portions of the alignments routed through undeveloped areas, a scale of 1"=300' will be utilized. For those locations where continuous vertical geometry is provided, a map scale of 1"=100' will be utilized. The alignment mapping will be plotted over an aerial background photograph base and will be annotated with: existing & required ROW; horizontal geometry; stationing; cross road improvements; major utilities; transportation and land use features; natural environment features; and other call outs sufficient to communicate potential project impacts.

2.10 Quality Control

Prior to submitting any document to the DOTD and/or FHWA for review and comment, the Consultant will complete detailed checks of all work product and peer reviews of substantial deliverables and specialized analyses. Detailed checks will be completed by a staff person not associated with the development of the work product. Peer reviews will be conducted by a senior staff person with the appropriate technical training and experience to adequately evaluate the work product for key assumptions, methods, and conclusions.

TASK III. ENVIRONMENTAL ASSESSMENT ANALYSIS AND DOCUMENTATION

The Consultant will assemble and summarize technical information, methodologies, and results of analyses in the correct format for an EA in accordance with the National Environmental Policy Act (NEPA) as amended; the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA, November 29, 1978; Department of Transportation Environmental Impacts and Related Procedures 23 Code of Federal Regulations (CFR) 771, August 28, 1987; the FHWA Technical Advisory T6640.8A, October 30, 1987; and LADOTD's regulations and guidelines.

3.1 Project Mapping and GIS Analysis

The Consultant will use Geographic Information Systems (GIS) to illustrate characteristics of the study area and to assist in the assessment of the effects of alternatives under consideration.

3.2 Documentation of Purpose and Need

3.3 Existing Conditions Documentation and Impact Analysis

The Consultant will complete literature reviews and other research of readily available information and necessary field data collection to properly describe existing conditions in the study area of the project. The Consultant will document the beneficial and adverse environmental impacts of up to three (3) build alternatives in the EA. Discussion of issues and resources will be at a level of detail commensurate with the anticipated magnitude and duration of the adverse or beneficial effect. Additional discussion will include measures to minimize impacts and mitigation options for the preferred alternative once it is selected. The no build or "do-nothing" alternative will also be evaluated. Impacts to be addressed shall be in accordance with applicable state and federal guidelines. Certain items to be discussed include:

- Wetlands
- Threatened and Endangered Species
- Other Biological Resources
- Permits
- Phase I Environmental Site Assessment and Report

Potable Groundwater and Water Quality
Noise and Air Quality
Cultural Resources
Socio-economic and Community Impacts/ Environmental Justice
Conceptual Stage Relocation Plan
Navigational Impact to Mariners
Recreational Sources (4(f) and 6(f))
Utilities Effects Summary
Additional Impacts
Secondary and Cumulative Effects

3.4 Draft Environmental Assessment Document

The EA will be prepared in accordance with the Federal Highway Administration's (FHWA) Technical Advisory (TA), applicable rules, laws, guidance, and regulations, and the Stage 1 Manual of Standard Practice. It shall include discussion of the project purpose and need; alternatives identified and evaluated; existing conditions and environmental effects of reasonable and feasible alternatives; potential mitigation measures designed to reduce or alleviate impacts, and a summary of public, agency, and tribal coordination. Also, all potential permits and their requirements to implement the project will be identified. Items to consider in the environmental analysis discussion include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, wetlands, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the EA. Components to support the body of the EA document will include the following: an environmental checklist, figures and tables to clarify information, appendices as necessary to provide supporting detail to the discussion, and a summary of any mitigation measure, potential permits and their requirements, and other commitments that shall be placed at the beginning of the EA. All reference material utilized will be noted and an accurate and complete bibliography shall be included in the draft and final documents. Accessibility and location of all reference material utilized will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the Environmental Section prior to its use in the document. The Consultant's name and logo shall not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the Department's name and logo. Copies of the draft EA will be provided to the DOTD's Environmental Section for their review, comments and distribution. For each revision, additional documents will be required.

Following the DOTD and FHWA review and approval of the document and distribution list, copies of the draft EA will be distributed by the Consultant. The Consultant will also provide an electronic PDF copy on a labeled CD.

3.5 Final Environmental Assessment Document/ FONSI

The Consultant will prepare a revised EA, in accordance with state and federal guidance.

The revised EA will summarize public hearing comments; respond to agency, local officials, and public comments received on the EA. Major changes to the document are not anticipated, and the format used in the draft EA shall be utilized for the EA with the Finding of No Significant Impact (FONSI).

Copies of the revised EA will be provided to the DOTD's Environmental Section for their review, comments and distribution. For each revision, additional documents will be required. After issuance by FHWA of the FONSI, copies of the EA with FONSI will be distributed by the Consultant. The Consultant will submit an electronic PDF copy on a labeled CD.

TASK IV. PUBLIC COORDINATION

4.1 Develop and Maintain General Public Outreach

The Consultant will maintain a record of outreach activities, which will be summarized in the EA. The Consultant will develop and maintain a contact list of public citizens and other stakeholders interested in the project, including past attendees of the public meetings. The Consultant will appoint the Project Manager as a Point of Contact in accepting and documenting telephone calls, letters, and e-mail messages received on the project.

4.2 Public Meeting

The Consultant will arrange, prepare for, and conduct up to two (2) traditional or open-house informational public meetings for this project and afterward prepare a transcript. All arrangements will be made by the Consultant subject to approval by the LADOTD Environmental Section.

4.3 Public Hearing

Following approval and public distribution of the Draft EA, the Consultant will arrange, prepare for, and conduct a public hearing for this project and afterward prepare a transcript. All arrangements will be made by the Consultant subject to approval by the DOTD Environmental Section.

TASK V. AGENCY COORDINATION

5.1 Coordination with LADOTD and FHWA

Telephone and e-mail coordination with the DOTD and FHWA will be ongoing throughout the contract performance period. Bi-monthly meetings will occur, including discussions on alternatives, mitigation, the public meeting and hearing, and draft EA review.

5.2 Coordination with other Local, Federal, and State Agencies

Early and continued coordination (via meetings, e-mail, phone conversations and letters) with local officials and representatives from state and federal agencies will be conducted with approval from the DOTD Environmental Section prior to contact. All coordination efforts must be documented.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- Aerial photography and quadrangle maps
- As-built plans of the existing bridge and approaches
- Traffic and Accident Data
- Any Studies along the Corridor
- Standard Plans
- Capacity Analysis
- Typical Section Design
- Line and Grade Study
- Soil Borings if Available
- The Field Book for the Existing Chef Menteur Bridge
- Available Survey Information (Survey Dated 9/99)
- SOV Responses
- Navigational Height Study
- Previous 106 Coordination for Chef Menteur Bridge
- Transcripts and List of Contacts from Past Public Meetings

ADDITIONAL SERVICES

If required, the scope of services, compensation and contract time for future services for a Phase II Environmental Assessment or an Environmental Impact Statement (EIS) may be established by Supplemental Agreement(s).

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **365 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. 2004 Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document

18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. 2009 DOTD Design Guidelines to the list
22. Roadside Design Guide

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one of the Principals of the firm shall be professionally competent in the preparation of NEPA documents.
2. At least one principal or responsible member of the firm shall have had a minimum of five years experience in responsible charge of or major expertise in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and who has completed the “NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision making”, or an equivalent course.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Environmental Professional with a minimum of three years experience with highway traffic noise analysis using the FHWA approved Traffic Noise Model TNM 2.5.
 - b. One professional possessing a degree in Biological Science or a related field with a minimum of five years experience in performing Wetland Delineations (or Findings).
 - c. One professional possessing a degree in Biological Science or related field with a minimum of five years experience in performing Biological Assessments.
 - d. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training, and possess a minimum of five years experience in Section 106 documentation.
 - e. One Professional for the standing structures work, meeting the Secretary of Interior’s Qualifications for Architectural History.
 - f. Two Professional Civil Engineers, registered in the State of Louisiana, one with at least five years experience in Roadway Design and one with at least five years experience in Bridge Design each with corresponding support staff.
 - g. One Real Estate professional responsible for the preparation of a Conceptual Stage Relocation Plan.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; *
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

* The NEPA Studies and Documentation (EN) performance rating will be used for this project.

Complexity Level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Nikki Leon– Project Manager
3. Toby Picard
4. Justin Peltier
5. Trena Woolridge
6. Tim Nickel

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-36-0125**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, November 17, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1889

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.